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25 June 1957

MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT : Intelligence School Weekly Report #26
20 June through 25 June 1957

Document No.	22
No Change in Class.	<input type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	T3 S G
Auth:	HR 78.2
Date:	3-16-78 By: 35

I. SIGNIFICANT ITEMS - NoneII. OTHER ACTIVITIESA. OTR Orientation Officer

W (1) On 25 June the Departmental Briefing was conducted for 54 persons from the Army, Navy, Air Force, State, NSA, and USIA. General John Cassidy, Staff Director of the President's Board of Consultants, was present also. The program opened with the official word of welcome from the DDCI. Recent response to this program by other agencies has been good and in addition persons from the Agency, specifically OCR and OCI, are now coming regularly to this IAC-oriented briefing.

W (2) The Chief of Special Warfare, Department of the Army, has asked for reservations each month to receive the CIA's Departmental Briefing. This Office is concerned with the psychological warfare for the Army and works closely with our PP Staff. Direct liaison has been established, and beginning in July we will expect monthly representatives from this Office.

W (3) The National Security Agency has requested that their 10-week Senior Staff Officers' Course be opened with the three presentations that now make up the Departmental Briefing. 25X1

W (4) A discussion was held recently with the Deputy Chief of the Medical Staff on the proposal to increase medical coverage in the Dependents' Briefing. [] proposed an eight-hour lecture syllabus, an acceptable proposal which can be integrated with the present Briefing; the program will be extended to run 4 afternoons. A proposal will be submitted to DFR for transmittal to DDP. 25X1

[] (5) On 25 June the CIA Introduction was conducted for persons.

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(6) The scheduling of the CIA speakers who are to take part in the Associate Course at the Strategic Intelligence School has been completed, and the memorandum to SIS has been sent.

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B. Clerical Training

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(1) During the week of 18 June there were [] people in Clerical Induction and [] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 18 June were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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(3) The results of the Clerical Skills Qualification Tests given by Clerical Refresher on 24 June were as follows: Of [] people tested in Shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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C. Management Training

(1) [] is working this week with [] in instructing Basic Management #26.

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D. Administrative Training

(1) Administrative Procedures #73 ended Friday, 21 June.

(2) Budget and Finance Procedures #3, which was tentatively set for July 8 - 9 inclusive, will be postponed until about July 29 or August 5 for the following reasons. The manual covering the New Class B Finance reporting system is in the process of publication and we have been advised by the Technical Accounting Staff that completion is not expected until 5 July. As of June 24, the training office of SSA/DDS had record of only [] individuals who were available for July training.

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(3) Administrative Training is entering a 5-week break, the first in six months. Since January, courses have been continuously in session. The down-time is being used to revise lesson plans and coordinate them with Operations School, on certain phases of tradecraft; to locate and adapt cases for instruction; and to build instructors' background on tradecraft. On this latter, [] will spend time at [] and with [] SE Division.

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(4) Four films have been ordered for reviewing during this week as possible replacements for "School for Danger" and "Undercover" currently being used in Operations Support.

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E. Intelligence Faculty

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(1) On Monday, 24 June, [] students started the 7:30 - 8:30 a.m. Executive Reading Skills Workshop. There are [] students from the DD/P and [] from the DD/S. Miss [] is teaching this course.

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(2) [] JOT's have enrolled for the Intelligence Techniques Course which begins on 1 July.

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(3) Instructional Techniques #27 began 24 June with [] students.

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F. Orientation Faculty

(1) The Special Course for Security Officers was successfully concluded on Friday, 21 June 1957.

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(2) At the request of the DD/P Training Officer, Mr. [] is receiving special briefing on the Mission and Organization of CIA and the rest of the Intelligence Community. This briefing is necessitated by [] departure for an overseas post prior to the next running of the intelligence phase of IO.

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(3) A report on progress to date in the Support Exhibit is attached.

G. Visual Aids Staff

The weekly report of VAS is attached.

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III. PERSONNEL NOTES

A. [] completed a two-day physical checkup on 24 June. He is under doctor's instructions to get more rest and to build up his general physical condition.

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B. [] completed Intelligence Orientation #10 on Friday, 21 June.

C. [] is on five days annual leave and will return on Monday, 1 July.

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D. [redacted] joined the Clerical Training Staff as a summer employee on 18 June. 25X1

E. [redacted] summer employees, came to work in Administrative Training on 24 June. 25X1

F. [redacted] is on extended annual leave. 25X1

G. [redacted] returned from annual leave, Tuesday, 25 June. [redacted] mother died the day he was leaving on his vacation. 25X1

H. [redacted] returned from annual leave, Monday, 24 June. 25X1

I. [redacted] wife is ill and in the hospital. He has been on annual leave the week of 24 June. 25X1

[redacted]
Chief, Intelligence School

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